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STATE OF CALIFORNIA - OFFICE OF STATE PUBLISHING  
PUBLISHING ORDER  
STD. 67 (REV. 2006)

1. MASS MAIL SERVICES REQUIRED ☐ 2. MATERIAL DUE MASS MAIL 3. DATE WANTED 4. AGENCY REQUESTION # 5. AGENCY BILLING CODE 6. OSP JOB NUMBER

7. AGENCY NAME 8. IMS CODE 9. COST QUOTE 10. ESTIMATE NUMBER 11. QUOTED BY 12. AMOUNT ENCUMBERED

13. PERSON ISSUING ORDER 14. TELEPHONE 15. DATE TYPED 16. CHAPTER 17. STATUTE 18. FISCAL YR. 19. LINE ITEM CODE / CALSTARS CODE 20. SIGNATURE AUTHORIZING EXPENDITURE

21. SHIPPING ADDRESS (FOR MASS MAIL RESIDUE, SEE BOXES 54 AND 55) 22. COMPOSING NEEDED ☐ YES ☐ NO 23. PROOF REQUIRED ☐ YES ☐ NO 24. DISK I.D. (if provided) 25. APPROVED BY

26. INQ. TO / PROOFER'S NAME 27. TELEPHONE 28. FAX 29. LAST JOB NUMBER (Attach 2 copies of latest printed materials) 30. QUANTITY (Finished product) (Also see Box 58, LDA) 31. No. of ORIGINALS

32. SPECIAL SHIPPING INSTRUCTIONS  
☐ DELIVER ☐ CALL ☐ PICKUP ☐ SEE ATTACHMENT  
RETURN ORIGINALS TO: \_\_\_\_\_

33. CONTAINS PAID ADVERTISING ☐ YES ☐ NO 34. PRINT ☐ ONE SIDED ☐ TWO SIDED ☐ HEAD / HEAD ☐ HEAD / FOOT

35. PUBLICATIONS 36. No. of PAGES 37. SIZE (Width First) 38. ADDRESSING/MASS MAIL SERVICES  
FURNISH MAIL LIST UPDATES AT LEAST FIVE WORKING DAYS BEFORE MASS MAILING DATE.  
☐ LDA (see back) (Also see box 31)

39. TEXT PAPER / INK 40. COVER PAPER / INK 41. TITLE OF MATERIAL 42. MUST MAIL BY DATE 43. CLASS OF MAIL

44. FORMS ☐ UNIT SET ☐ CONTINUOUS 45. SIZE (Width First) 46. BINDING  
☐ PERFECT BIND ☐ LOOSE LEAF SLIPSHEET ☐ PASTED SPINE  
☐ COMB BIND ☐ SADDLE STITCH ☐ TAPE

47. FORMS PROCESSED BY: ☐ TYPEWRITER ☐ AUTOMATED 48. BINDING SITE & LOCATION 49. No. OF PARTS 50. SIDE STITCH (Indicate 1 or 2 stitches) 51. IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE

52. FINISHING 53. PERFORATE - Include Sample No. of FOLDS SIZE AFTER FOLD 54. PACKAGE ☐ TIE ☐ SHRINK WRAP  
☐ SAND UNITS PER Pkg. 55. PUNCH - No. of Holes 56. SHIP ☐ CARTON ☐ PALLET

57. PUNCH POSITION ☐ L ☐ R ☐ T ☐ B 58. PUNCH CENTER TO CENTER ☐ 2 3/4" ☐ 4 1/4" ☐ OTHER 59. RELEASED BY MASS MAIL RELEASE DATE

60. CRIMP ☐ L ☐ R ☐ ALL, or 61. FASTEN ☐ L ☐ R ☐ ALL, or 62. NUMBER - Beginning Ending ☐ YES ☐ NO 63. JOB TITLE / SPECIAL INSTRUCTIONS (Title, Form No. & Revision Date or Revision No.) ☐ Specification Sheet Attached If this is a legal deadline, provide Legislation Code

64. RESIDUE ☐ WILL CALL ☐ UPS ☐ REGULAR MAIL ☐ DELIVER ☐ IMS ☐ RECYCLE

65. RESIDUE DELIVERY ADDRESS

66. See Attached for additional Mailing Instructions

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